

EQUIPMENT INVENTORY RECORD CARD

(ITEM)	(ITEM No.)	(AGENCY)
MAKER _____ MAKER'S No. _____ TYPE _____ COLOR _____ SIZE _____ COMPOSITION _____ ATTACHMENTS _____ OPERATION: ELECTIC () MANUAL () _____ NUMBER OF UNITS _____		ORDER No. _____ DATE _____ VENDOR _____ DATE OF INSTALLATION _____ DATE OF PAYMENT _____ TR. No. _____ SOURCE OF FUNDS USED _____ COST - CASH DISBURSEMENT \$ _____ TRADE - IN ALLOWANCE _____ TOTAL _____ \$ _____

LOCATION RECORD		INVENTORY CHECKS							
DATE	LOCATION	DATE	BY	DATE	BY	DATE	BY	DATE	BY

DISPOSITION	
DATE	NATURE
	SOLD () _____ AS SURPLUS () JUNK () _____ PROCEEDS () _____ TRADED () To _____ ON REPLACEMENT BY ITEM No. _____ ALLOWANCES () \$ _____ TRANSFERRED ON INVENTORY BASIS TO _____ DISPOSITION AUTHORIZED BY _____ ON _____ DESTROYED BY FIRE () FLOOD () STOLEN () _____ INSURANCE _____ (OTHER - SPECIFY) () RECOVERY \$ _____ DISCARDED AS UNSERVICEABLE () LOST () _____ (OTHER - SPECIFY) _____ REMOVAL FROM INVENTORY AUTHORIZED _____ ON _____

DGS 950-2 STATE OF MARYLAND INSTITUTIONAL AND OFFICE EQUIPMENT INVENTORY